

Handbook
for
School Committees

DEPARTMENT OF EDUCATION



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GREAT care has been taken with the reprint of this booklet. Nevertheless, because it is an attempt to present a summary of a number of acts and regulations made by Parliament, it is not an *exact* summary of the actual law.

The Department was faced with the alternative of producing either a strictly legal document which would have made difficult reading, or a more simplified version of these laws and regulations.

It was felt that this latter course was by far the wiser.

Although there are no errors of fact in the booklet, committee members would be well advised to consult their controlling board, or the legislation itself, on any complex, controversial questions which may arise.

The position set out is that ruling at the 31st of December 1956, and space has been left at the back for noting any amendments or changes made after that date.

Copies of the earlier issue of 1950 should be destroyed.

FOREWORD

S*CCHOOL COMMITTEES are the tap roots of our education system. Working under the general direction of District Education boards, these committees manage nearly 1900 public schools throughout New Zealand.*

Farmers, housewives, tradesmen, shopkeepers, clerks, pensioners, and professional men all play their part and give their time to promoting the welfare of their own local schools, without the hope or expectation of monetary reward; and it is for these men and women that this booklet has been produced.

It sets out to show, in the simplest form, the origins, powers, responsibilities, and organisation of the committees, and seeks to provide the answers to many of the questions and problems which arise.

I feel sure that it will prove to be a useful handbook for all concerned and will help to build an even higher degree of co-operation between the local committees, the boards, the teachers, and the department. I can and do confidently recommend this booklet as a useful aid to all who are interested in school committee work.

R. M. ALGIE,

Minister of Education.

INTRODUCTION

SCHOOL committees represent one of our oldest forms of democracy, and date back almost to the beginnings of New Zealand as a colony. When the Education Act of 1877 was passed, they were given an important part to play in the new national system of free, secular, and compulsory education. Since then, though their powers have been amended, they have continued to function actively and to draw into their membership some of our best and most valuable citizens.

It has not been plain sailing all the way. The early legislators, in their anxiety to include the committees in the national scheme, granted them powers and responsibilities which time and progress soon proved impracticable. Under the act of 1877 they were made responsible for the provision of accommodation for teachers and pupils, of maps, furnishings, books, apparatus, and playing fields; they were to choose school superintendents, pay the teachers, control their appointment and removal, and be answerable for the general management of the school.

Gradually the boards, with their greater administrative facilities and experience, took over many of these functions, and much of the power granted to the committees became largely formal. Nevertheless, the local committees of today are the direct legislative descendants of those visualised by Bowen when he introduced his Education Bill 80 years ago.

Education in New Zealand is a joint enterprise—its administration is shared by nearly 20,000 citizens; the school committees are a cornerstone of this enterprise, and their active and informed participation is essential if progress is to be maintained.

What are the rights, duties, and responsibilities of local committees? How are they constituted? This section deals with those formed in public primary schools and district high schools.

LOCAL SCHOOL COMMITTEES

FOR the purpose of administering our public schools, both primary and district high schools, New Zealand is divided into 10 separate education districts, each controlled by an education board.

These 10 boards, which largely originated from the old provincial system of government, are:

Auckland, South Auckland, Hawke's Bay, Taranaki, Wanganui, Wellington, Nelson, Canterbury, Otago, and Southland.

Each education district is sub-divided into a number of school districts, and in all but a few cases there is one school to each school district. Where there is a side school attached to a main school the two are treated as one and are controlled by the one committee.

All district high schools and many intermediate schools have committees. Normal schools which, until 1953, were managed by the district education boards, now also have committees.

It is the education boards which form, divide, or alter school districts; and in order to prevent overcrowding they are empowered to limit attendance at particular schools, and many

new school districts are formed for this reason. When a new school is opened and a new school district formed the board can compel parents to transfer their children to the new school or to continue sending them to the original school.

The board must give public notice of its intention to change or establish a school district, and the date fixed must not be later than the Monday before the next biennial (two-yearly) meeting of the householders which is held to elect the school committee.

In giving public notice the board must state where a map showing the new boundaries can be inspected, this must be at some convenient place, often as not in the board's office.

THE COMMITTEE: ITS CONSTITUTION

Every school district has its committee which must consist of not less than 5 and not more than 9 members. The size of each is governed by the roll number on which the school is graded (the average roll for the first 4 weeks of the preceding year).

For schools with an average attendance of:

up to 100, the committee has 5 members;

up to 200, the committee has 7 members;

over 200, the committee has 9 members.

WHO IS ELIGIBLE?

All householders in a school district are eligible for election to the committee. They need not be parents, or, if they are parents, their children need not be attending the local school or any school at all—the important point is that, with a few exceptions, to be eligible they must be householders.

In more legalistic language a householder is defined as:

any adult man or woman who has, for three months before the date of the election of the committee, lived in any dwellinghouse within the school district as owner or tenant.

A dwellinghouse means a permanent structure, and though the definition includes a transit house it does not include tents, caravans, or other temporary homes.

A lodger or a boarder is not a householder, but a tenant of part of a house who has paid rent for the required period of 3 months is considered to be a householder.

The exceptions to the rule that only householders are eligible are:

- (1) parents or guardians of any child attending the school, wherever they may live, are eligible.
- (2) as also is any person who has the custody of a child attending the school, whose parents are dead or absent from New Zealand.

There is a special provision relating to miner's rights, but as it applies in only a few districts it will be set out in the appendix.

Committee members whose period of office has expired are entitled to be put forward for re-election provided, of course, they are still duly qualified as outlined above.

WHO IS NOT ELIGIBLE?

There are some people who may fulfil the above qualifications, but for various reasons are not eligible. Generally these persons include undischarged bankrupts, lunatics and certain convicted criminals, but as the question is unlikely to arise except on rare occasions the full details have been listed in the appendix.

Up till recently, school teachers and paid servants of the Education Department, of education boards, or of school committees were not eligible for election to school committees, but amending legislation in 1948 removed this bar.

So to put them atter briefly, those who are eligible are:

- ★ householders of the district (husband and/or wife);
- ★ parents or guardians or persons having the custody of pupils wherever they may live.

Those who are ineligible are:

- ★ undischarged bankrupts, lunatics, and certain convicted criminals.

It should be remembered that persons debarred from election to the committee under the provisions set out in the appendix may take part and vote at the meetings of householders.

In the rest of this booklet the term "householder" will be used to cover all persons eligible to attend and vote at meetings of householders, whether they are residents of the district or parents or guardians.

NOMINATIONS AND THE ELECTION MEETING

Meetings of householders to elect the school committees are held every two years. They are held in the years which have odd numbers (1955-1957-1959, etc.), and the day of the meeting must be:

not earlier than the second Wednesday in April and not later than the first Wednesday in May.

The date of the meeting is fixed by the board, and, at least 21 days beforehand, public notice must be given. The notice must set out the date, place, and hour of the meeting; it must call for nominations for the committee, state when the nominations close, and to whom they must be posted or delivered.

NOMINATIONS

The procedure for nominations differs slightly according to the average number of pupils on the roll for the first 4 weeks of the third term of the previous year.

Where the average roll was over 240, nominations must reach the chairman of the existing committee (or person appointed by the board to receive them) not later than 8 o'clock in the evening of the seventh day before the election. The chairman, or person appointed, must draw up a list of candidates and display this list on the outside door of every school under the control of the committee.

Where the average roll was 240 or under, nominations may be made in writing, but may also be made at the meeting itself, either orally or in writing, and the chairman of the meeting must give those present an opportunity to nominate in this way; he must also read, or cause to have read, the complete list of nominations before the ballot is held. Because it would only be a waste of time nominating people who were unwilling or unable to stand, written nominations must be signed both by the nominator and the candidate, and where nominations are made verbally at the meeting the proposer must indicate that the consent of the candidate has been obtained.

WITHDRAWALS

A nominated candidate may withdraw his nomination at any time before the election, and he may do this either in writing or by telling the chairman or other person appointed. If the withdrawal is in writing it must be signed by the candidate and witnessed by a householder.

Form of Nomination for Election to School Committee

To the Chairman of.....School Committee.
I, the undersigned, hereby nominate.....
(Write Name in Block Letters)
for election as a member of the.....
School Committee for the ensuing two years.

.....
Signature of Nomination

.....
I, hereby consent to the above nomination.

.....
Signature of Candidate

.....
Address of Candidate

Dated this.....day of.....1948.

THE BIENNIAL MEETING

At the biennial meeting which is called to elect the new committee, a chairman for the meeting must first be chosen. This office is sometimes filled by the chairman of the retiring committee, but any qualified householder may be chosen by a majority vote.

At this meeting the retiring committee must give a full account of its proceedings and activities for the previous two years up to the last day in February, and, this report having been made, the meeting can proceed to elect the new committee.

ELECTING THE NEW COMMITTEE

If the size of the school required that nominations be made in writing, they will have closed 7 days before the meeting, and the election may be begun right away.

If verbal nominations are accepted, the chairman will call for them and use his discretion as to when to declare the nominations closed. As mentioned above, before conducting the election he will read out, or ask someone else to read, all the nominations which have been accepted.

THREE POSSIBILITIES

In any election, there are three possible eventualities, each requiring a different procedure.

The number of candidates nominated may:

- equal the number required;
- be less than the number required;
- exceed the number required.

In the first two instances, all who have been nominated will be declared elected. Where the number is less than required the district board then appoints as many more eligible householders as are required to bring the committee up to full strength. Those present at the meeting may recommend to the board suitable householders for appointment to the vacancies.

If the number of candidates exceeds the number of members required then a ballot is necessary.

It is well to remember that the holding of a ballot almost invariably adds more interest to the proceedings and encourages a greater sense of responsibility among those elected, and every endeavour should be made to see that the number of candidates standing exceeds the number of committee members required.

THE BALLOT

In a ballot, those candidates are declared elected for whom a preference is shown by the number of votes recorded in their favour. The principle is commonly known as the "first-past-the-post" system.

The following rules apply to the conduct of ballots in every school:

- (1) Every householder present at the meeting applies to the chairman for a voting paper; if the chairman is satisfied that such a person is qualified to vote he must give him a paper containing the names of all the nominated candidates. The strict adherence to this provision is not always practicable. It is usually found to be more convenient to display the names of all candidates on a blackboard in the meeting place; a sheet of blank paper is provided for each householder, who copies down the names and proceeds to vote.
- (2) The elector, who must not leave the room or the place of voting, strikes out any names he pleases, but must not leave more names than there are committee members to be elected; folding the paper so that the contents cannot be seen, he hands it back to the chairman. (In larger schools a ballot box must be provided—see next section.)
- (3) As soon as the chairman is satisfied that all who wish to vote have voted he declares the ballot closed and hands the voting papers to the scrutineers.
- (4) If no scrutineers are appointed, the chairman himself will open and count the votes and declare the result of the election.
- (5) If two or more candidates receive an equal number of votes, the chairman must give the casting vote.

IN LARGER SCHOOLS

The above rules apply to every election, but in school districts where there are more than 100 children under the care of the committee, it is the committee's duty to provide a ballot box which shall be locked and put in some accessible position at the place of election.

Immediately before the ballot is held the box should be opened by the chairman to show that it is empty.

The chairman must lock it again, and then the box must not be removed until the election is concluded.

When the elector has folded his paper, so that its contents cannot be seen, he must place it in the box in the presence of the chairman.

The provision of a ballot box is a condition laid down by law, but it is considered that the use of some other suitable container would not invalidate an election provided the general principles of the ballot were observed.

COMMONSENSE RULES OF VOTING

The ordinary, commonsense rules of voting apply to school-committee elections:

- ★ no person (excepting the chairman with his casting vote) can vote more than once;
- ★ electors may vote for any number of candidates up to the number required, but if they vote for more than the required number their votes will be declared invalid;
- ★ in the event of two or more candidates receiving an equal number of votes, the chairman has the casting vote or votes.

There are two other points to remember:

- (1) postal ballots and proxy voting are not permitted:
- (2) the chairman must ensure that no ineligible person casts a vote.

AFTER THE ELECTION OF THE NEW COMMITTEE

The first meeting of the new committee is held after the election at a time and place fixed by the board. In practice, with the approval of the board, the chairman of the election meeting asks those who have been elected to stay behind either to hold their first meeting then and there, or else to fix a date and place for holding it.

This practice is quite in order, and if it is not followed the board must fix and notify the place and date by letter or by advertisement.

NOTIFYING THE BOARD

The board must be notified of the full names and addresses of all those elected, together with the names of the officers—the chairman and the secretary-treasurer (see below).

DISPUTES OVER ELECTIONS

In the event of any dispute arising over the conduct of an election the matter in dispute must be submitted to the district education board, whose decision is final and conclusive.

If representations have been made to the board that proceedings have not been strictly formal or legal, the board need not call for another election if it considers that the informality was not wilful and did not affect the result of the election.

FAILURE TO HOLD ELECTIONS

If for any reason the householders fail to elect a committee on the day of the biennial meeting the board may, if it considers it necessary, fix another date for the nomination and election of a committee, and the same routine as for the ordinary biennial meeting will be carried out.

If this attempt also fails, or if the board in its discretion decides not to call another meeting, it may appoint one or more commissioners to hold office until the next biennial meeting, and the commissioner or commissioners will have all the powers and responsibilities normally exercised by a properly elected committee.

Note carefully that committee members have a term of office of two years, but every committee holds office until a new committee is elected or until the appointment of commissioners. Thus if the householders failed to elect a new committee at the biennial meeting, the old committee would hold office until a new committee was elected, or until the board appointed commissioners.

THE COMMITTEE AT WORK

The first job of the new committee is to elect its chairman, and when elected he holds office for 2 years, i.e., until the next biennial meeting elects the next committee.

THE DUTIES OF A CHAIRMAN

The main function of the chairman is to preside over all the meetings of the committee. He has an ordinary deliberative vote (like every other committee member) and he also has a casting vote if one is necessary.

If the chairman is absent from a committee meeting another member may be elected to take his place temporarily; but if the duly elected chairman leaves the district, or for some other reason ceases to be a member of the committee, he ceases to be chairman, and a new one must be elected to hold office for the remainder of the committee's term.

THE SECRETARY-TREASURER

Every committee may appoint one of its members, or some other qualified person, to be secretary-treasurer to the committee. In some cases this combined office is divided and held by two separate persons.

If the secretary-treasurer is a member of the committee, he is not entitled to receive any payment for his services; if he is not a member of the committee, any remuneration must come out of funds raised locally; it cannot be made from the grant for incidental expenses.

Practice varies slightly according to the by-laws of district boards, but most boards stipulate that teachers employed at the school shall not hold the position of secretary-treasurer without their prior approval. The duties of the secretary-treasurer are quite simple; he must:

- ★ convene all meetings, giving proper notice and details;
- ★ attend all meetings, and take the minutes of proceedings;
- ★ do whatever else is required of him in the execution of his duties as directed by the committee and the chairman.

THE QUORUM

The committee cannot transact any business unless there is a minimum number of members present. This minimum is known as a quorum, and varies with the size of the committee.

A committee of 5 members has a quorum of 3;

A committee of 7 members has a quorum of 4;

A committee of 9 members has a quorum of 5.

The question of a quorum raises two important points:

- (1) A committee may not be able to get a quorum at a particular meeting because of the temporary absence of some of its members. In such a case another meeting must be called to transact the business.

- (2) For a number of reasons (for example, the resignation or death of members) the total size of the committee may be permanently reduced below the number required for a quorum. In such a case the board may direct that another election be held to fill the vacancies and this election would be run on similar lines to the election of the original committee.

The board may, however, choose to appoint commissioners to act for the remainder of the period.

ABSENCES AND VACANCIES

If a committee member is absent without the leave of the committee for 3 consecutive months, or if he ceases to be a householder, or otherwise becomes ineligible, he ceases to be a member of the committee, and his office is declared vacant. A majority on the committee can, if they so desire, permit such a member to retain office if the absence is due to illness or some other good reason.

If for any reason a vacancy occurs on the committee the remaining members, provided they make up a quorum, must elect some other qualified person to fill the vacancy. Where vacancies have reduced the size of the committee below the quorum, the committee no longer has the power to act and the board must either direct that a new election be held or appoint one or more commissioners.

IF A COMMITTEE FAILS TO MEET

If at any time a properly elected committee fails to meet for 3 months it thereupon ceases to exist and here again the board may direct the holding of a new election or appoint commissioners to act until the next biennial election.

NEW SCHOOLS

When a school has been newly established or re-opened, and where there is a duly constituted school district set up, the board may appoint commissioners to act until the next biennial meeting.

DIVISION OF SCHOOL DISTRICTS

Where the board divides a school district into two or more school districts or combines two or more districts into one district, every such division of a school district or combination of school districts becomes a new school district for which the board may appoint commissioners to act until the next biennial meeting.

CONVENING THE COMMITTEE MEETING

A committee meeting may be called:

at the request of 2 or more members;
or by order of the chairman;

and at least 3 days' notice must be given to each member.

At every meeting the minutes of proceedings must be kept and regularly entered into a book provided for the purpose—the minute book.

At each meeting the minutes of the previous meeting must be read and, if they are approved by the committee, they are signed by the chairman and are then considered to be a true statement and record of the proceedings of the previous meeting.

COMMITTEES: THEIR POWERS AND DUTIES

The powers, duties and responsibilities of school committees today are the result of many years of modification and amendment.

They can be conveniently divided into those concerning the general management of the schools and those concerning the appointment of teachers.

GENERAL MANAGEMENT

Subject to the general supervision and control by the district education boards, the committee manages the school or schools within the school district.

Its functions are to:

- ★ keep the school in good order;
- ★ provide for the proper cleaning of the school and buildings;
- ★ provide for the heating of the school.

It is also responsible for:

- ★ all arrangements concerning sanitation;
- ★ the care of grounds, fences, and gates.

In carrying out these duties its aim should be to promote habits of order and tidiness among the children and to safeguard their physical health.

COMMITTEES AND THE HEAD TEACHER

None of the managerial powers of the school committee must be allowed to conflict with the legitimate powers of the head teacher or the teachers; in fact the efficient running of the school depends upon a high degree of co-operation between them.

The welfare of the school is the primary concern of both parties—the teachers and the committees—and no problems should arise which friendly discussion cannot settle.

Head teachers have no formal rights to attend committee meetings, but wise committees will always welcome their attendance in an advisory capacity.

COMPLAINTS AGAINST TEACHERS

Committees should protect teachers from vague and frivolous complaints. Most boards, in their by-laws, lay down a proper procedure which must always be adopted. Generally this procedure takes the following form:

- (a) Complaints against teachers must be made in writing and must be specific.
- (b) They must be made to the chairman of the school committee, who must forward a copy of the complaint to the teacher concerned for his written statement in reply.
- (c) If the committee considers the complaint to be serious and justified it must submit a report to the board.

By strictly adhering to the procedure laid down in the by-laws, committee members will save themselves, as well as the teachers and parents, from much unnecessary trouble.

FINANCES

THE ACCOUNTS

The money received by school committees comes from different sources and is allocated for various purposes.

There is the:

- (1) incidental-expenses grant, paid by the boards to the individual committees;
- (2) moneys received from the boards by way of subsidy on funds raised locally;
- (3) money raised locally and not eligible for subsidy;
- (4) money paid to the committees by the boards for an explicit purpose, e.g., for the wages of caretakers and cleaners.

All except that which is raised locally comes originally from the Department of Education, out of the Consolidated Fund, and is paid to the district boards for distribution among the local school committees.

All the money received must go into the School Fund, and at least two separate accounts—the No. 1 (General) Account and the No. 2 (Special) Account—must be kept.

In No. 1 account all receipts from the board (Items 1, 2 and 4) and all payments made from this money should be recorded.

It should be noted that money received as a result of the letting of school property should be recorded in No. 1 Account.

In No. 2 Account all money raised locally by voluntary efforts should be recorded.

Where a committee proposes out of No. 2 account to purchase articles under the subsidy scheme, or to meet any deficiency in its No. 1 Account, it should transfer the necessary sum from No. 2 Account to No. 1 Account and show the actual payment for the article in No. 1 Account.

Cash books are supplied by most boards and the actual bookkeeping involved is a comparatively easy job if the following simple rules are observed:

1. All money received should be entered on the debit (or left hand side) of the cash book.
2. All money paid out should be entered on the credit (or right hand side) of the cash book.
3. If money is transferred from No. 2 to No. 1 Account it is a credit (right hand) in No. 2 and a debit (left hand) in No. 1.

THE INCOME

Incidental Expense Grant

The department pays to all boards an annual grant sufficient to meet the normal and reasonable needs of committees for the cost of certain expenses which are set out in regulations. From this grant boards are responsible to ensure a reasonable distribution to the committees in each district for the needs of the individual schools.

It is not expected that the amounts made available to committees by boards will meet all the expenses in all the schools and conditions vary considerably as between districts and schools.

If spent wisely it should be sufficient for the normal needs of a school.

The regulations setting out the purposes on which the grant can be spent are very strict and for the guidance of committees are here summarised:

How it must be spent

- (a) Wages of caretakers, cleaners and groundsmen employed with the approval of and under conditions laid down by the board.
- (b) The full cost of the rental of one telephone installed in the school premises of a school in Grade V and above and in district high schools and Grade IV and above; and half the cost of the rental of a telephone at other schools provided it is installed in the school or the teacher's residence where such is provided by the board. No refund from the Government grant is available towards the rental of either a telephone installed in a privately owned or rented residence; or for any extension to a main telephone.
- (c) The cost of reasonable services and supplies for:
 - (i) Cleaning materials (but not wages);
 - (ii) Lighting and heating of school;
 - (iii) Chalk, duplicating supplies, stationery, and other requisites for class use;
 - (iv) Maintenance of the school library;
 - (v) Sanitary services, toilet paper, etc.;
 - (vi) First aid supplies;
 - (vii) Repairs and maintenance of school equipment excluding desks and chairs used in classrooms;

- (viii) Maintenance in a hygienic condition of the interior surface of the school swimming baths and the water used therein;
- (ix) Minor repairs and improvements to the school buildings and grounds with a maximum limit of £2 per classroom or £5 in the aggregate whichever is the greater;

(Note: Cost of maintaining buildings is the responsibility of the board to whom all applications for any additional work should be referred.)

- (x) Water supply for all purposes;
 - (xi) Premiums in respect of insurance against any liability to which a committee may be subject;
 - (xii) General expenses of a committee (postage, toll calls, stationery, etc.).
- (d) If a committee has met all the reasonable costs of the above items, it may spend any surplus money available on:
- (1) The purchase of equipment for school purposes.
(Note: Any such purchases will not be eligible for subsidy.)
 - (2) Any other purpose which has been approved by the board after consultation with the Senior Inspector.
 - (3) Unauthorised expenses not exceeding £3 in any year, i.e., expenses not mentioned above.
- (e) The regulation allows a board on the recommendation of a Senior Inspector to require a committee to spend a specified amount of the grant on one or more of the items mentioned above.

Items grouped under (c) above are regarded as essential to the functioning of a school and are a first charge on the grant.

In fixing the amount to be distributed to boards an allowance has been made for items under (d) for the purpose of providing a sum of money to assist teachers and committees who wish to foster some special development in the school.

Committees and teachers are encouraged to discuss any problem about the incidental grant with either the secretary-manager of the board or the inspector when he visits the school.

Urgent repairs

Where urgent repairs become necessary and doubt exists as to whether the board or the committee is responsible, they should only be undertaken by the committee after the board has given its approval. In the case of most city schools, this approval can normally be obtained by telephone.

Finances—Subsidies

A £1 for £1 subsidy is payable on sums of not less than £5 raised locally by voluntary effort for the purchase of approved items. Various approved items may now be aggregated to make up the sum of £10 (£5 raised locally and £5 subsidy). For example, the purchase of infant apparatus and books amounting in all to £10 would be eligible for subsidy although the cost of each item taken separately was less than £10. The subsidy policy is constantly under review and committees should seek the direction of their controlling board before entering into any commitment.

There are some important rules governing the administration of subsidies:

- (1) Subsidies are paid only on approved items. Where any doubt exists as to whether or not any specific item is covered, full particulars should be sent to the board *before any commitment is made*;
- (2) no subsidy is paid on gifts of specific items, e.g., on a projector given by a home and school association;

- (3) money raised locally must pass through the committee's accounts;
- (4) only the money received during the lifetime of the donor is subsidised. (Gifts under wills are therefore not eligible for subsidy.)
- (5) no subsidies are paid on goods purchased under hire-purchase agreements;
- (6) money received by the committees as the result of the letting of school property is not subsidisable.

Committees should ensure that the goods which are to be bought carry a reasonable guarantee or are the product of a reputable firm. Boards may arrange for an independent report or valuation on any second-hand articles.

Goods purchased under subsidy are expected to last a reasonable time before a replacement on subsidy basis can be approved. For most items the period is 10 years and any replacement before the expiry of the normal period will involve a reduction in the amount of subsidy payable.

The list of items included in the subsidy scheme is subject to continual review and it is not therefore considered wise to give detailed information. The following list gives a general idea but committees should make inquiries at their local board in any particular case:

- (a) Equipment for grass cutting;
- (b) Sewing machines;
- (c) Typewriters;
- (d) Duplicators;
- (e) Filing cabinets;
- (f) Vacuum cleaner and polishers;
- (g) Infant room apparatus;
- (h) Percussion band instruments;
- (i) Projectors—film strip and microscope head 16 m.m. sound—trolleys for same;

- (j) Radio equipment, radiograms, batteries, etc.;
- (k) Gramophones;
- (l) Pianos;
- (m) Playground equipment;
- (n) Books for school use, plastic cover (minimum purchase £10) (excludes gift books and class awards);
- (o) Tape recorders of approved make;
- (p) Apparatus for general classroom use;
- (q) Seating for assembly halls.

POST OFFICE SCHOOL SAVINGS BANK SCHEME

Many schools participate in the schools savings banks scheme operated by the Post Office and the practice of thrift is to be encouraged among school children. In recognition of the degree of success attained by the school the Post Office makes grants and these are paid into a separate Post Office account in the name of trustees appointed to arrange for the spending of the money for the benefit of the pupils of that school. The money in these special accounts is not the property of the school committee and is not subject to the same control as applies to grants from education boards.

THE APPOINTMENT OF TEACHERS

The original legislation introducing our national system of education gave considerable powers to local committees over the appointment, dismissal, and transfer of teachers.

In the early days, variations in the pay and conditions of teachers employed by different authorities were the cause of much dissatisfaction, and as soon as a national grading scheme was introduced powers of the local committees and the boards were curtailed. In the practical task of ensuring just treatment for school teachers, grading became the important factor.

This national grading system, providing for all primary school teachers to be awarded grading marks annually by the inspectors, was instituted in 1920. A teacher's marks gave him a place on a numerically graded list, and this list was the basis on which all ordinary appointments were to be decided. Consequently the boards which made the appointments were given very limited powers of discretion.

In 1955, legislation was passed providing for a new appointments scheme, involving the classification of teachers in four broad divisions and triennial assessment. This was to operate from a "prescribed date." (The definition of "prescribed date" is given in the appendix.) In brief, transition to the new scheme for making appointments will begin in 1957, but will not be fully effective for all teachers until 1959. The new scheme, in general, provides for no appointment to be made by a board without first receiving the recommendation of the appointments committee of the district, comprising a member appointed by the board, the senior inspector of schools for the district and one member appointed by the New Zealand Educational Institute. For convenience, the system of making appointments based on numerical grading will be referred to below as the old appointments scheme and the new method, which is to come into force after the prescribed date, as the new appointments scheme.

Today the powers of local committees, though still important, are relatively limited.

Briefly the committee may:

recommend to the board the suspension, dismissal, transfer or, where the old appointments scheme still applies, the appointment of any teacher.

Briefly the board must:

consult the committee before the suspension or dismissal of any teacher and before appointing any teacher under the old appointments scheme.

The full position is set out in the legislation, but the following summary should be helpful.

APPOINTMENTS UNDER THE OLD SCHEME

The following provisions apply to appointments to teaching positions in public schools made under the old appointments scheme.

When it is proposed to appoint or transfer a teacher the board must send the chairman of the committee the name of the teacher together with details of length of service and other qualifications. This notice must reach the chairman in the ordinary course of post not later than 10 days before the appointment or transfer is to be made. Any recommendation by the committee must reach the board not later than 3 days before the date of the proposed appointment and must be taken into consideration by the board.

If applications for a position have been called for by the board then it must also send the names of all the teachers who applied for the position.

Where applications for a teaching position have been invited and it appears to the board and the senior inspector that two or more applicants possess nearly as may be equal claims to the appointment, then the board may select not more than three and, after the committee has been notified in the ordinary way the committee shall make the choice and the board shall appoint the teacher chosen. As in other cases the committee's recommendation must reach the board not later than 3 days before the appointment is to be made.

There are four very important reservations which must be borne in mind in connection with all appointments made under the old appointments scheme:

1. The board may, on the recommendation or with the consent of the committee, appoint any teacher even though the committee has not been consulted in the actual manner laid down.
2. Pending the result of consultations on any appointments, the board may appoint a relieving teacher for a period of up to 3 months.
3. Before advising the committee, the board may make an interim appointment to a position, and if the committee wishes to express any recommendation it must do so within 14 days after written notification has been given. If the committee makes no recommendation the appointment is automatically confirmed.
4. Where the highest-graded applicant for a position is not appointed the appointment remains provisional until any appeals by higher-graded teachers have been heard.

APPOINTMENTS UNDER THE NEW SCHEME

On and after the prescribed date (see appendix) appointments to primary teaching positions in public schools must be made in accordance with the new appointments scheme. In every such case, the board must send to the chairman of the school committee, so as to reach him in the ordinary course of post not later than ten days before the day on which the appointment is to be made, the name and academic qualifications of the teacher recommended by the appointments committee and the date from which the teacher is to be appointed, and must invite the school committee to make comments if it so wishes.

GENERAL

Committee members should always consult their controlling boards if they wish for more information concerning appointments of teachers.

Whenever a committee proposes to meet for the purpose of making a recommendation to the board concerning the appointment, suspension, or dismissal of a teacher, at least 3 days' notice must be given to each committee member at his usual or last known place of residence, and no recommendation to the board can be considered unless this notice has been given.

MISCELLANEOUS PROVISIONS

There are a number of miscellaneous matters which concern local committees.

RELIGIOUS INSTRUCTION

Since 1877, New Zealand's national education system has been completely secular. The relevant legislation puts the position very simply:

"The school shall be kept open five days in each week for at least four hours in each day, two of which in the forenoon and two in the afternoon shall be consecutive, *and the teaching shall be entirely of a secular character.*"

Normally, the school hours, which are fixed by the boards, exceed the required minimum of four hours in each day. Many boards have considered it lawful, however, to reduce the number of hours on certain days (but not, of course, below the legal minimum of four hours) to allow religious instruction to be given, with the sanction of the school committee, at convenient times. Such instruction being given outside the school hours is optional; and children whose parents or guardians are not in agreement, or teachers who do not wish to attend, are

not obliged to attend. Full details of the by-laws of a particular board relating to school hours can be obtained from the board's office.

SCHOOL LIBRARIES

Committees must co-operate with the head teacher in establishing school and class libraries. Funds and assistance for this purpose may come from the grant for incidental expenses, or from money raised locally, or from direct assistance by the boards out of the grant of 3/- per pupil received from the Department of Education. Admission fees for the National (School) Library Service cannot be paid out of the grant for incidental expenses, but must be paid out of other funds; nor can the pupils be levied for these fees.

SEWING TEACHERS

If there is no female teacher employed at a school, the committee may request that a sewing teacher be appointed and may submit the name of a suitable person to the board for appointment. A sewing teacher so appointed would be paid in accordance with the regulations governing teachers' salaries.

LEGAL PROCEEDINGS

In legal proceedings, the committee may be represented by either the chairman, the secretary-treasurer, or a solicitor.

LETTING THE SCHOOL PREMISES

The school buildings may be used for other than school purposes. In some cases this can be done at the discretion of the local committees; in others it may be done with the approval of the board; while in the case of general and local elections the conditions are governed by legislation.

GENERAL ELECTIONS

During the period of a general election, any candidate may use, free of charge, a suitable room in a public primary, intermediate, or district high school, after school hours, for a public meeting of electors.

Certain provisions attach to their use:

- ★ candidates must repay the cost of lighting, cleaning after use, and repairing any damage done.
- ★ three days' notice must be given to the committee or the managers of the school or building.
- ★ use will be granted in the order of receipt of applications by or on behalf of candidates.
- ★ no candidate shall have the use of the same hall or room on a second occasion if another candidate, who has never used it, desires it for the same time. All the other provisions must be observed, particularly regarding the 3 days' notice.
- ★ the meeting must be a genuine public meeting and contravention of this provision involves severe penalties.
- ★ a candidate is any person who has publicly declared his or her intention of becoming a candidate, but does not include a duly nominated candidate who has withdrawn.

POLLING PLACES

Any primary school may be appointed a polling place for:

general elections;
local-body elections;
other polls ordered by Parliament.

The school must be placed at the free disposal of the returning officer from 4 p.m. in the afternoon of the day preceding the election and for the whole of the day of the election. Cost of cleaning and repairs are recoverable.

CHURCHES AND SUNDAY SCHOOLS

The committee has full power to grant, as it deems fit, the use of the school buildings for the purpose of moral and religious instruction at times other than those fixed as school hours.

This power can be exercised at the discretion of the committees themselves and approval is not required from the board.

OTHER USES

Subject to the by-laws of the board, the school buildings may be used for other than the purposes outlined above, provided they are used outside the times fixed for primary, secondary, or technical instruction, or for continuation classes.

The district-board by-laws lay down the general rules, and within these rules the committee may use its own discretion. Some boards do not permit school buildings to be used for dancing or card evenings unless there is no other available hall in the district; some boards impose a ban on the letting of school tennis courts for Sunday play during the hours of Church services; by-laws should be carefully studied on these points.

Committees should do their utmost to administer their powers fairly and justly and without discrimination either for or against any groups in the local community.

INSURANCE OF PROPERTY

In general, the Government accepts the fire risk on school buildings and most school equipment. If the school is let for other purposes without a commercial or money-making motive by the lessee, special fire cover is not required. But if the buildings are frequently let for dances and other functions on a commercial basis, fire cover should be arranged. In any case

the Government will not automatically replace buildings which were provided largely out of voluntary contributions (memorial halls, etc.) and certainly not sports equipment such as footballs or cricket bats, nor school stationery. Committees should make sure that these contingencies are adequately covered and may meet insurance premiums out of the incidental-expenses grant.

COMMITTEES FOR INTERMEDIATE SCHOOLS

Intermediate schools or departments may be controlled either by district education boards or by the governing body of a secondary, technical, or combined school; it is for the Minister of Education to decide which is the course to be adopted.

Committees are set up only in the schools under the control of education boards and are formed for the management of:

- ★ purely intermediate schools and
- ★ schools, other than secondary, technical, or combined schools, to which an intermediate department has been attached.

As in the case of public primary and district high schools, committees are elected every 2 years, in the years with odd numbers.

THE CONSTITUTION OF THE COMMITTEE

The Minister of Education has the power to modify the constitution of any committee, and this power is usually exercised in order to permit each contributing school to provide one committee member.

The general rule is that an intermediate school committee should consist of nine members, of which:

- ★ three are elected biennially by the school committees of the contributing schools (schools from which all the pupils of Forms I and II have been removed to the intermediate school or department);
- ★ six are elected biennially by the parents or guardians of the pupils attending the intermediate school.

It is usual for boards controlling intermediate schools to submit to the Minister a full scheme for the conduct of elections, and copies of these schemes should be available at the board's offices.

The following details give the general lines along which committees are constituted and elected.

CONTRIBUTING-SCHOOLS' REPRESENTATIVES

In the first week of May in every second (odd numbered) year the contributing school committees elect or appoint their representatives at a meeting convened for the purpose. If the constitution does not permit one member for each contributing school then the special provisions as laid down in the scheme for that particular intermediate school would apply.

The secretary of each contributing school committee must advise the secretary of the district education board of the name and address of the person elected.

PARENTS' REPRESENTATIVES

The election to choose the parents' representatives must also take place in the first week of May in the years with odd numbers.

Any person (unless ineligible as set out in the appendix on page 50) is eligible to stand for the committee, and such a person need not necessarily be a parent of a pupil attending the school.

There is no school district for an intermediate school and no residential qualification required for a candidate, but candidates must be nominated by the parents or guardians of the pupils attending the school and only these latter are entitled to vote.

LIST OF PARENTS

It is the duty of a principal of an intermediate school to prepare a list of parents and guardians of pupils enrolled at the school, and this list must be given to the chairman of the committee or some other person appointed to receive nominations, at least 21 days before the date set down for the election.

As in the case of the larger public primary schools, nominations are accepted only up to 8 p.m. on the seventh day before the election, and the list of candidates must be displayed outside the main door of the intermediate school or department.

CONDUCTING THE ELECTION

Elections follow the same lines as those held in the larger public primary schools. Naturally enough greater care has to be exercised by the chairman to see that only parents or guardians vote, and the list of parents already prepared must be in the hands of the chairman of the meeting. The outgoing committee must give an account of its activities during the preceding period up to the end of February. A formal ballot must be taken and the chairman must notify the education board of the names and addresses of the successful candidates. The secretary of the education board must advise those elected of the date and place of the first meeting, giving at least 3 days' notice.

NEW INTERMEDIATE SCHOOLS

When a new intermediate school has been opened, or an intermediate department established, provisional committees may be set up by the board with the consent of the Minister. These committees hold office until the date of the next biennial election.

THEIR POWERS AND DUTIES

Apart from the differences outlined above, an intermediate-school committee has the same rights, duties, and responsibilities as have the committees of public primary and district high schools.

Local committees are in frequent touch with education boards; some committee members are also members of education boards; and the following brief summary should help to promote co-operation between boards and committees.

EDUCATION BOARDS

Education boards are responsible for establishing, maintaining, and controlling the schools within their districts. They erect and maintain school buildings, appoint teachers, arrange school transport, fix the hours of the school day, and, subject to regulations, fix the length and dates of the school holidays. They administer the funds granted by the Department of Education, appoint the secretary and other officers of the board, and attend to numerous other matters affecting education in their district.

HOW THEY ARE CONSTITUTED

Members of education boards are elected every second (even numbered) year by the school committees (including intermediate school committees) of the education district.

Each education district is divided into wards, each of which is given a name. Each ward elects one member; and, where wards have been combined into a group, the group of wards elects as many members as there are wards in the group.

DIVISION OF EDUCATION DISTRICTS INTO WARDS

An education board, in dividing its district into wards, must take account of the number of public schools (including intermediate schools) in the district on the determining date immediately preceding the division. In any newly constituted education district for which the first election of board members has not been held, a determining date will be the first day of February in each year: in any other case, a determining date will be the first day of February in every year in which an ordinary election of board members is held. On the above basis, an education board district is then divided into wards as follows:

- (a) More than 250 public schools, 14 wards or such other number from 12 to 16 as the Minister may approve:
- (b) 201-250 public schools, 12 wards or such other number from 10 to 14 as the Minister may approve:
- (c) 151-200 public schools, 10 wards or such other number from 8 to 12 as the Minister may approve:
- (d) 150 or fewer public schools, 8 wards or such other number from 6 to 10 as the Minister may approve.

When dividing its district into wards, an education board must ensure that the members to represent the wards will have as nearly as possible equal responsibilities having regard to the number and the grades of public schools (including intermediate schools) and the geographical grouping of the schools within the district. Also the board must ensure that no ward has more than four times as many schools as any other ward in the district.

Where a part of any education district has been included in a new education district, the board of the original district must immediately make a fresh division of its district into wards.

COMBINATION OF WARDS

A board may at any time combine into a group of wards any two or more wards which form a continuous area. It may also re-establish any ward included in a combined group of wards as a separate ward.

Where two or more wards are combined to form a group of wards, the members who represented those wards thereafter represent the combined group of wards. On the other hand, where any ward previously included in a combined group of wards is re-established as a separate ward, the board must decide immediately which of the members representing the combined group of wards is to represent the separate ward.

MEMBERS TO REPRESENT WARDS OF REDIVIDED DISTRICT

Where any redivision of a district into wards is made (whether or not the redivision is the result of the inclusion of part of the district in a new district) the following procedure has to be adopted:

- (a) The board must decide immediately which of the reconstituted wards or combined groups of wards (if any) each board member is to represent:
- (b) If the number of wards in the district is increased by the redivision, the vacancies on the board thus resulting are to be filled as extraordinary vacancies, but the consent of the Minister to this course is necessary where the redivision is made less than 6 months before the date of the next ordinary election of board members:
- (c) If the number of wards in the district is reduced by the redivision, the members of the board who cease to

represent any ward or combined group of wards remain in office until the date on which members elected at the next ordinary election of board members come into office. However, if the place of any board member who remains in office in this way becomes vacant, the vacancy is not filled. Also where the redivision of a board's district has taken place as the result of the inclusion of part of the district in a new district, no member can remain in office as a member of that board if he has been appointed or elected a member of the Commission or the board of the new district.

ELIGIBILITY FOR ELECTION

Every person, male or female, of the full age of 21 years, who is resident in the education district is eligible for election to the board provided such a person is not disqualified for any of the reasons set out in the appendix on page 50.

THE ELECTION OF BOARDS

Members of the school committees (including intermediate school committees) for each ward or combined group of wards elect their respective members to the board every 2 years. The election is always held on the third Wednesday in July in the years with even numbers, and before outlining the procedure there are some important points to be noted.

THE RETIREMENT OF MEMBERS

In every election year one half of the members of the existing board must retire, and the election is held to fill the consequent vacancies. Retiring members are eligible for re-election if properly qualified, but, if they are not elected, they may continue in office only until their successors come into office.

Members who have served longest without re-election are the ones who must retire, and if there is any doubt as to who must retire the matter may be decided by the unanimous decision of the members present at a board meeting. If not decided in this way, those to retire must be selected by lot by the secretary of the board at a board meeting not later than 2 months before the election at which vacancies are to be filled.

VOTING LISTS

The chairman or secretary of every school committee in the district must supply the secretary of the board (who is the returning officer) with a list of the members of the committee, and the returning officer must compile a voting list. In order to bring this list up-to-date, committees should immediately advise the board of all changes in the personnel of their committee.

This voting list closes at 5 p.m. on the same day on which nominations close, that is, the 21st day before the election. Any specified ground, and the returning officer must immediately enquire into the objection and settle the matter. Such objections must be posted so as to reach the returning officer not later than 7 days before the list closes.

NOTICE OF ELECTION

The returning officer must give public notice of the election not less than 38 days beforehand, and the following facts must be advertised in a newspaper circulating in the district:

- the date of election;
- the date of closing of the nominations;
- the number of vacancies to be filled.

NOMINATIONS

Nominations must be in writing and signed by at least two electors, that is, members of school committees.

The forms must bear the candidate's consent in writing, and must reach the returning officer before 5 p.m. on the 21st day before the election. Each candidate may, in writing, appoint one scrutineer to be present at the examination of the voting papers. Scrutineers must sign a declaration governing their conduct, and heavy penalties are imposed if they or a returning officer disclose the state of the poll before it is finally announced.

PROCEEDINGS OF ELECTION

As in the case of every election, the proceedings to be followed depend upon the number of vacancies and the number of nominations.

If the number of candidates nominated is less than the number to be elected, the returning officer declares all candidates to have been duly elected, and the board may then elect other qualified persons to fill the remaining vacancies.

If the number of candidates equals the number of vacancies, then the returning officer declares all the candidates elected.

If the number of candidates exceeds the number of vacancies, then the returning officer must proceed to arrange for an election and announce:

- the number of persons to be elected;
- the full name of every nominated candidate;
- the date on which the election will be held;
- the hour at which the poll will be closed.

This announcement must be made in the local newspaper, not later than the 14th day before the election.

VOTING PAPERS

In every case in which a ballot is necessary, and immediately after nominations close, the returning officer must have printed a sufficient number of voting papers which must conform to the example shown below.

Consecutive No.

VOTING PAPER for use at the election to be held on the
..... day of, 19....., of
member(s) of the Education Board of the District of
....., for the ward (or the
combined group of wards).

CANDIDATES

.....
.....
.....

DIRECTIONS

The number of candidates to be elected is

Draw a line through the name of every candidate for whom you do not intend to vote. The number of candidates whose names are left uncanceled must not exceed the total number to be elected.

The voting paper must specify the number of candidates to be elected and must list in alphabetical order the full names of all the candidates. Voting papers for the whole district must be numbered consecutively, in one series, beginning at No. 1.

A RECORD OF VOTING PAPERS

The returning officer must forward to the chairman of each school committee in the area in which the ballot is to be taken one voting paper for each member of the committee, together with an envelope addressed to the returning officer. The envelope must be marked "voting paper".

The chairman must then post or deliver the voting papers and envelopes to the committee members, keeping a record in the minute book of the serial number on the voting paper sent to each voter. This list must be produced at the next meeting of the committee but is to be regarded as confidential and not to be used for any purpose other than for an official enquiry into any irregularities connected with the election. Chairmen (or secretaries) must be careful not to mark the voting papers or envelopes with the names of the electors, and any votes so marked must be declared invalid.

DIRECTIONS FOR VOTING

The voter must draw a line through the names of every candidate for whom he does not intend to vote, and the number of names left uncanceled must not exceed the number to be elected, otherwise the vote is invalid. The voting paper must be delivered or posted to the returning officer in a closed envelope bearing on the outside the words "voting paper".

INFORMAL VOTING

Great care should be taken when voting by postal ballot, and instructions should be read thoroughly before the papers are marked.

Voting papers are informal when:

- ★ they are not in conformity with the regulations, and not on the prescribed form;

- ★ the total number of names left uncanceled exceeds the total number to be elected;
- ★ the name of the elector is signed or otherwise indicated;
- ★ the elector votes more than once at the same election;
- ★ votes are delivered or posted to the returning officer after the close of the poll.

CLOSING OF THE POLL

If delivered to the returning officer, the voting paper shall be handed in to the office of the board before the day of the election or not later than 5 o'clock on the afternoon of the day of the election.

If it is sent by post, it must be posted not later than the day of the election; it must bear the postmark of the day of the election or of a previous day, and must reach the returning officer before the close of the sixth day after the day of the election.

Although the day of the election is formally fixed, electors need not wait until election day before casting their votes. They may vote at any time before the closing of the poll provided they conform to the rules stated above.

COUNTING THE VOTES

On the seventh day after the day of election the returning officer must:

- open and examine all voting papers;
- reject all informal papers;
- count the votes;
- announce the result in a newspaper, and by a notice in the board's office.

EQUAL NUMBER OF VOTES

If the election is not completed because of the same number of votes being recorded for two or more candidates, the returning officer must complete the election by lot in such a way as the board directs.

ANNOUNCING THE RESULTS

After the election the returning officer must publish in the New Zealand Gazette, and by advertisement in a local newspaper:

- the names of those elected for each ward and combined group of wards;
- the number of valid votes recorded for each candidate;
- the total number of valid votes recorded;
- the total number of informal votes.

DISPOSAL OF VOTING PAPERS

Immediately after counting the votes the returning officer must seal all the voting papers and send them to the Registrar of the nearest Magistrate's Court. Except on the order of some Court of competent jurisdiction, these voting papers must not be opened, and at the end of six months they must be effectively destroyed. Any person opening or destroying voting papers except on the order of the Court is liable to a fine not exceeding £50.

EXTRAORDINARY VACANCIES

If the place of any member of the board becomes vacant for any reason, such a vacancy constitutes an extraordinary vacancy, and an election must be held. Such an election, which must be held not later than the 50th day after the vacancy occurred, must be conducted in the same manner as the biennial election.

A member elected to fill an extraordinary vacancy retires on the date on which the person whose place he has filled would have retired.

DISPUTES OVER ELECTIONS

Any disputes as to the regularity of an election must be determined by a Magistrate under the Local Elections and Polls Act 1953.

THE SCHOOL YEAR AND SCHOOL HOLIDAYS

Regulations require that every public school shall be open for not less than 400 half-days, unless it is shown to the satisfaction of the Minister of Education that the closing of the school is necessary owing to the prevalence of epidemics or other sufficient cause.

The terms and the holidays for the coming year are published annually in the Education Gazette and, although boards are requested to conform as far as possible, minor variations are permitted provided the schools are open for the required number of half-days.

There are certain set holidays which must be observed. These are:

Good Friday.

Easter Monday.

Easter Tuesday.

Anzac Day.

Queen's Birthday.

Labour Day.

Provincial Anniversary Days.

The day of a parliamentary election (if the school is required for polling purposes).

In addition the school may be closed on such special occasions as the education board in its discretion decides.

The education board may delegate to a school committee the power to grant holidays for special occasions, but in any calendar year these must not exceed 3 full days or 6 half-days. By-laws normally provide that these must not be added to the Christmas holidays, and the intention behind the provision is to allow for school picnics, sports, and special occasions.

APPENDIX

EXTRACTS FROM LEGISLATION

QUALIFICATION OF MEMBERS OF SCHOOL COMMITTEES

"Every householder in a school district, and no other person, is qualified to be elected a member of the school committee for such district, excepting as follows:

"No bankrupt who has not obtained his final order of discharge, no person attainted of treason or convicted of perjury or any infamous crime, or any crime punishable by death or imprisonment with hard labour for any term of three years or upwards, unless such a person has received a free pardon or has undergone the sentence or punishment to which he was adjudged for such offence, no person of unsound mind and no person not qualified as herein required, shall be capable of being or continuing a member of any committee."

- Note (1) "School committee" includes committees for primary, intermediate, and district high schools.
- (2) "Householder", as used above, includes parents, guardians, and persons holding custody of pupils attending the school.

RESIDENTIAL QUALIFICATIONS FOR MINERS

"In school districts situated within the mining district under the Mining Act 1926 [householder] includes every adult holder of a miner's right who has for the period of three months before the day of election resided in the school district and is not an alien."

QUALIFICATION OF MEMBERS OF BOARDS

"Every person male or female, of the full age of twenty-one years, and not disqualified as mentioned in the next succeeding section, resident in the education district shall be qualified to be a member of the Board."

DISQUALIFICATION OF MEMBERS OF EDUCATION BOARDS

- "(1) If any member resigns his office by writing under his hand addressed to the Chairman of the board, or dies, or becomes of unsound mind, or is adjudicated a bankrupt, or executes any deed of composition or arrangement with his creditors, or ceases to reside in the education district, or is absent without leave from the meetings of the Board for three consecutive months, or is convicted of treason, perjury, or an infamous crime, or any crime punishable by death or imprisonment with hard labour for any term of three years or upwards, he shall immediately cease to be a member of the Board."

Note: Members who resign are eligible for re-election.

- "(2) If any member receives any salary from the Board, or accepts or holds any office or employment from or under the Board to which any salary, fees, or emoluments are attached, *or is or becomes interested or concerned (except as a member of a registered or incorporated company) in any contract under which any money is to be paid by the Board, he shall immediately thereupon cease to be a member of the Board.*"

Note: Italicised part must be read subject to the Local Authorities (Members' Contracts) Act 1954.

**“PRESCRIBED DATE” FROM WHICH NEW SCHEME FOR
THE APPOINTMENT OF TEACHERS IS TO
OPERATE**

The term ‘prescribed date’ means:

- (a) In relation to any teaching position classified by regulations as a Division A position or a Division B position, the first day of February, nineteen hundred and fifty-seven:
- (b) In relation to any teaching position classified by regulations as a Division C position, the first day of February, nineteen hundred and fifty-eight:
- (c) In relation to any teaching position classified by regulations as a Division D position, the first day of February, nineteen hundred and fifty-nine.

HINTS FOR CHAIRMEN

Running a meeting is like driving a car, if chairmen don't observe the "rules of the road" they won't go far before getting into trouble. Committee meetings are not expected to be as strictly formal as public meetings and meetings of householders, but the following general reminders should prove helpful.

PRELIMINARY MATTERS

- (a) Make sure that adequate notice of the meeting has been given to all members. At least three days' notice is required in the case of school committees.
- (b) If some special question is to be raised or discussed at a meeting then the notice of meeting should mention this matter. It is as well to set out the agenda (the proposed programme) in every notice calling a meeting.
- (c) Because no business can be transacted unless there is a quorum present, be sure there are sufficient members present before opening the meeting.

AT EVERY MEETING

- (1) After the chairman has declared the meeting open, he should then ask the secretary to read the minutes of the previous meeting. If a majority of members approve, these minutes become the official record of proceedings after the chairman has signed his name to them.
- (2) After the minutes have been approved and signed by the chairman, the committee may then discuss any matters arising out of them.
- (3) When this has been done, the usual course is to take any correspondence which has come in since the last meeting of the committee. The correspondence should be formally "received" by a majority vote and then, as in the case of the minutes, any matters arising out of the correspondence should be discussed.

- (4) After the minutes and the correspondence have been disposed of, the committee should then proceed to general or special business.

MOTIONS AND AMENDMENTS

All motions and amendments require a mover and a seconder, and chairmen should make certain that they are discussed and disposed of in their proper order—the amendment is always put first. If an amendment is lost, the motion (the main question) is then put; if the motion is carried, it becomes a resolution of the committee.

If an amendment is carried, then the motion, as amended, is put to the meeting.

Chairmen should advise secretaries to write down the full wording of motions and amendments so that they can be read aloud before being put to the vote. Having them in written form ensures the accuracy of the minutes of the meeting.

Good chairmen are made and not born; practical experience is the best teacher, but no chairman will go far wrong if he remembers that his job is:

- not only to rule but to guide the meeting;
- to see that only one topic is discussed at a time;
- to give all members an equal opportunity to speak;
- to be at all times fair and impartial;
- to exercise his casting vote with discretion;
- to get through the business of the committee smoothly and efficiently.

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